



QUICK REFERENCE GUIDE

Perform this procedure when you have received a request for a Block 80 payment.

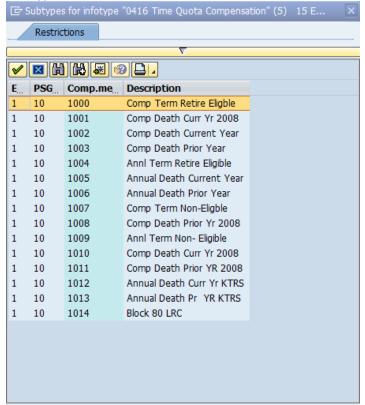
NOTE: This applies to employees of the Legislative Research Commission (LRC)ONLY. Other agencies should not use this QRG or pay Block 80s.

Prerequisites:

- **Employee must be active in KHRIS**
- You must have access to the employee
- **Employee must be eligible for Block 80**
- Employee must have exceeded the threshold of 240 compensatory hours

Note: Block 80 payments with deferrals should be paid on the off-cycle, as paying them on the regular payroll results in different taxation on the regular wages.

To execute the Block 80 payment, sign into KHRIS under PA30 and bring up the employee record for which you are making payment. Select ITO416 Time Quota Compensation and enter the Sty (subtype) 1014 Block 80 LRC:







The Quota Compensation subtype indicates the retirement system in which the employee was enrolled. The retirement system determines how retirement is applied to the payout.

Select Create. Enter the last date of the payperiod in which the payment is to be made. Enter the 80 hours to be paid. Click Save.

If the employee is deferring part of the payment, he or she will provide the HRG with a deferred compensation authorization form authorizing the deferral, indicating the amount or maximum amount of deferral, and the plan type to which the deferral is to be contributed. The deferral amount must be calculated prior to entry into KHRIS so that all payroll taxes will be met after deferral. You may use the Deferred Comp Calculation Tool.

To defer the payout, select IT0015, Additional Payments. The date of the IT0015 should be the last day of the payperiod for which the payment is being made (it should match the date on the IT0416). Enter wage type 6310 for a 401(K) plan or wage type 6311 for a 457 plan, and the amount of the deferral (for assistance please see the QRG for entering one time deduction/payment).